

DE Scholar's Pre-Paperwork

DE Scholars should only provide the data requested in BLUE; all other information is provided for the AFRL Staff that will prepare the forms and paperwork using this information.

New Accounts Request – Computer Request (on DEVS Website)

Additional Information requested:

Name:

SSAN: (social security number)

Signatures required: Applicant's, Branch Chief, Supervisor, and Project Officer

AFRL Badge Request (AF IMT 2586)

Additional Information requested:

Name: (Above, no need to repeat)

SSAN: (Above, no need to repeat)

Grade: (provided when offered a position; GS-05, GS-07, or GS-09; contact admin if unsure)

Height:

Weight:

Eyes:

Hair:

Clearance: (if you have ever held a security clearance, indicate when last active, what it was, and who granted it; otherwise, this is N/A)

Signatures required: Office Security Manager and Branch Chief

Application for Base Decal

This is required to obtain a vehicle pass allowing your car to be driven on base. **NOTE: You will need to bring your Driver's License, the Vehicle's Registration, and Proof of Insurance on your first day in order to obtain the pass. If the car is registered in someone else's name beside's yours, you need to bring a signed and notarized letter from that person indicating you have permission to drive the vehicle.**

Additional Information requested:

Year:

Make:

Model:

Color:

Type of Vehicle: (e.g., truck, van, etc.)

Lic Plate #:

Issuing State:

Driver's Lic #:

Home address:

Zip code:

Home phone w/area code:

Date of birth

No Signatures required

InOut Form – JOCAS (DEVS Website under JOCAS)

Additional Information Requested:

Start Date: (this will be provided by the program)

Out Processing Date: (this will be provided by the program)

Cost Center/RCCC: (this will be provided by program)

Grade and Series: (same as above, no need to repeat)

No Signature required

Employee Accounting Data – Defense Civilian Pay System – Base Level (AF Form 3821)

Additional Information Requested:

None

Signatures required: Branch Chief's